

CITY OF COSTA MESA ♦ Public Services Department Recreation Division

"We create community through people, parks, and programs"

Dear Sir or Madam:

Thank you for your interest in becoming a contract instructor for the City of Costa Mesa. We accept proposals from potential contract instructors year round but use the cut off dates below to present contract instructor proposals to the Parks and Recreation Commission twice a year. Included below is general information we hope will be helpful in submitting a Contract Class Proposal Form so please review carefully.

Deadline to Submit Proposals

Summer 2013 (June - August)

December 14, 2012

- In order for us to consider your proposal, please submit the Contract Class Proposal Form (Attachment "A"), a brief resume and class outline no later than the deadlines shown above.
- Submittal of the Contract Class Proposal Form does not guarantee that your proposal will be accepted.
- Once we receive and review your completed proposal, we will get in touch with you. Please remember, the information
 you provide will be considered a proposal. There are no guarantees that your submittal(s) will be accepted by the City of
 Costa Mesa Recreation Division.
- The City receives 35% for on-site classes and 30% for classes that are held off-site.
- If your proposal is accepted, staff will submit class information and fee proposal to the Parks and Recreation Commission for approval. You will be contacted regarding the outcome of the contract class proposal after the commission meeting.
- Contractor, and contractor's employees or substitute instructors must be fingerprinted (Livescan) and teaching, instructing or assisting with youth under the age of 18 years must be TB tested. Fingerprinting requirement must be coordinated with Human Resources Staff to insure proper processing. Contractor shall be responsible for the cost of the fingerprinting and TB Testing.
- If the class is considered high-risk (Attachment "B"), contract instructors must provide verification of insurance. There are two options, purchase insurance from independent agent or through the City.
- ♦ The City reserves the right to observe classes at any time.
- ♦ Please keep in mind; we do not have the capacity to store equipment for any contract instructor.
- The City handles all registration for classes. Registrations may NOT be taken at class.
- Class rosters can be accessed online by instructors, or emailed, mailed, or faxed to contract instructors. Additionally, contract instructors may pick them up at any of our centers.
- If your program fills, we compile a waiting list and if significant interest exists and depending on the room availability, we may help, you open another class.

Please mail the Contract Class Proposal Form, brief resume and a class outline to:

William Lund, Recreation Coordinator Neighborhood Community Center 1845 Park Ave Costa Mesa, CA 92627

If you have questions, comments or concerns, please contact
Andy Godinez, Recreation Leader IV-Contract Classes/Brochure (714) 327-7526.
William Lund, *Recreation Coordinator* at the Neighborhood Community Center (714) 327-7527.

Attachments: A Contract Class Proposal Form

B Schedule of Risk Hazards



CITY OF COSTA MESA ♦ Public Services Department Recreation Division

"We create community through people, parks, and programs"

CONTRACT PROPOSAL FORM

The City of Costa Mesa Recreation Division continuously looks for programs that are innovative and promote physical & emotional wellness within our community. If you are interested in proposing a program idea that supports our efforts in providing excellent community services, please submit the proposal information below.

Keep in mind that the information you are submitting will be reviewed for program content, benefit to our customers and cost. Once we receive and review completed proposal submittals, we will get in touch with you. The information you provide will be considered a proposal. There are no guarantees that your submittal(s) will be accepted by the City of Costa Mesa Recreation Division. Other requirements to be hired as a contract instructor may include (but are not limited to): follow-up interview, background check, current certifications in CPR, First Aid and AED and fingerprinting.

nstructor Name:			
Address:	City:	: Zip:	
Day Phone: ()	Even	ing Phone: ()	
-mail Address:			
usiness Name:			
xperience Background, Degree	es, and Certifications:		
lass or Program Title:			
Jescription of Proposed Class o	r Program (30 words or less):		
Day(s) of Week:	Number of Weeks:	Time:	
arget Age Range:	Minimum Class Size:	Maximum Class Size:	
ee Proposed (Total):	Materials Fee	Materials Fee (if any):	
acility or Equipment Needs (if	any):		
pecial Participant Requiremen	ts (if any):		
Attach a General Outline of Cla			

Attach a list of professional references and/or list other cities you're currently and/or have worked.

Please submit you program proposal packet to: William Lund, Neighborhood Community Center 1845 Park Avenue, Costa Mesa, CA 92627



CITY OF COSTA MESA ♦ Public Services Department

Recreation Division

"We create community through people, parks, and programs"

INSURANCE POLICIES

Please note, as of January 1, 2009 the City of Costa Mesa requires contract instructors to provide verification of insurance for classes listed below in the Hazard I category and Hazard II:

HAZARD I: Non-Sport Instruction

ACADEMIC DOG OBEDIENCE

ACTING HEALTH & FITNESS (non-sport)

ARTS AND CRAFTS (various)

BEAUTY

BEAUTY

BEAUTY

BEAUTY

BEAUTY

BEAUTY

MODELING

CALLIGRAPHY

MUSIC

CARD GAME (various)

CHESS

PHOTOGRAPHY

CHILD/INFANT CPR PRESCHOOL/DAY CARE

CLUB MEETINGS READING

COINS SELF IMPROVEMENT

COMPUTER CLASSES SEWING
COOKING STAMPS

CPR & FIRST AID VARIOUS INSTRUCTIONAL CLASSES

HAZARD II: Sports Instruction Only

AEROBICS WEIGHTLIFTING - MACHINES ONLY **AQUATICS** MARTIAL ARTS **BALLET ROWING BASEBALL SELF DEFENSE BASKETBALL SKATING BOWLING SURFING BOXING/YOUTH SWIMMING** TAI CHI CHEERLEADING TAP DANCE (various) **FENCING TAPPERCIZE GOLF** TEE-BALL **GYMNASTICS TENNIS HOCKEY VOLLEYBALL LIFEGUARD** YOGA

Certificate of Insurance must to be issued in the amount of 1 million dollars, naming the City of Costa Mesa as co-insured. There are two options, purchase insurance from an independent agent or through the City. Please have your insurance carrier send the certificate to the below address:

Neighborhood Community Center William Lund, Recreation Coordinator 1845 Park Ave, Costa Mesa, CA 92627

^{*}As of January 1, 2010, the City of Costa Mesa requires a current Certificate of Insurance for each instructional class equivalent to/or listed in Classifications II or III.